

NORTH BRUNSWICK PUBLIC LIBRARY

GIFT AND DONATION POLICY

The Library gratefully accepts gifts of books and other library materials. These gifts are accepted without restrictions. The Library reserves the right to keep or dispose of gift materials at the discretion of the librarian in charge. Gift materials not kept for inclusion in the collection will be disposed of by sale, exchange, donation, or discard. Receipts are provided on request. The library does not appraise or place value on materials received as donations.

The Library will accept:

- Books in good condition (no water damage, mildew, underlining or highlighting).
- Paperback books with covers intact.
- Textbooks no more than eight years old.
- Encyclopedias in complete sets and published within the last 3 years.
- DVDs, CDs, books on CD
- No more than 2 boxes or bags at one time.

The Library will not accept:

- Record albums, audiocassettes, videotapes
- Home recorded audio or videotapes
- Condensed books
- Magazines
- Materials to be recycled

Approved by the Board of Trustees October 18, 2000

Revised October 19, 2005, November 16, 2005, January 16, 2013